



STATE  
OF  
GEORGIA

# Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES & HISTORY  
RECORDS MANAGEMENT DIVISION

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1. Application Date	<b>INSTRUCTIONS:</b> See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No.		Date Received	Application No. Date Completed
3. AGENCY, Division, Subdivision & Administering Office Address Georgia Department of Public Safety Uniform Division - Driver Services Section P.O. Box 1456 Atlanta, Georgia 30301		4. Person to Contact <i>P.W. Nugent</i> Sergeant Nugent	5. Working Title Chief Examiner
		6. Tel. No. 5894	

## 7. ACTION REQUESTED

☒ ESTABLISH DISPOSITION STANDARD;  
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;  
NO FURTHER ACCUMULATION ANTICIPATED

8. Earliest & Latest Dates of Series 69-present	9. Exact Series Title Drivers License Monthly Report
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10. What is the function of the office in which this record series is created?

The Uniform Division is responsible for the patrol of streets and highways to insure the safety of lives and property; the investigation of motor vehicle accidents and the computation of related statistics; the licensing of citizens to operate motor vehicles and the suspending or revoking of licenses; and the supervision of motor vehicle inspection records and the distribution of motor vehicle inspection stickers and other related documents. The Division must be available when called upon in the event of civil disorders or natural disasters and is responsible for the safety of the Governor of the State of Georgia and his family.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents relating to: Reporting Driver's Licenses issued and fee collected and other statistics.

Includes Only: Driver License Monthly Report (DPS-38) old form number (SDE4).

File arranged: Numerically by State Patrol Post number thereunder chronologically by date.

## ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers	Cu. Ft. of Records
Letter-size File Drawers	1/2			.20	.15
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s)	In Storage Area(s)
				This Year's	Last Year's
			AVERAGE DAILY REFERENCES	Preceding Year's	All Prior Years'
				1	1

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

- |   | YES                                     | NO                                      |
|---|---|---|
| 13. Is this the Record Copy of the series?  | <input checked="" type="checkbox"/> [X] | <input type="checkbox"/> [ ]            |
| 14. Is there a duplication of this series in another office or agency?<br>1-Chief Examiner 2-Post Copy                  | <input checked="" type="checkbox"/> [X] | <input type="checkbox"/> [ ]            |
| 15. Is the information contained in this series ever summarized or published?<br>Attach copy of summary or publication. | <input type="checkbox"/> [ ]            | <input checked="" type="checkbox"/> [X] |
| 16. Does the series contain classified information requiring security handling?   | <input type="checkbox"/> [ ]            | <input checked="" type="checkbox"/> [X] |
| 17. Does the series initiate, amend or terminate agency policies and procedures?  | <input type="checkbox"/> [ ]            | <input checked="" type="checkbox"/> [X] |
| 18. Could the function be performed if the files were lost or destroyed?  | <input checked="" type="checkbox"/> [X] | <input type="checkbox"/> [ ]            |
| 19. Is the series (or major portion of it) regularly microfilmed? If yes, why?  | <input type="checkbox"/> [ ]            | <input checked="" type="checkbox"/> [X] |
| 20. Does the record series provide data as input to an EDP file?  | <input type="checkbox"/> [ ]            | <input checked="" type="checkbox"/> [X] |
| 21. Does the record series contain documentation produced as EDP printout?  | <input type="checkbox"/> [ ]            | <input checked="" type="checkbox"/> [X] |
| 22. Has the Federal Government issued instructions governing the retention/disposition of these files?                  | <input type="checkbox"/> [ ]            | <input checked="" type="checkbox"/> [X] |
| 23. Will there be a need for these records 10, 15 years from now? If yes, what?   | <input type="checkbox"/> [ ]            | <input checked="" type="checkbox"/> [X] |

24. REQUIREMENTS. The following requires the files to be kept 1 years:

a. ☐ STATE LAW    b. ☐ STATUTE OF LIMITATION    c. ☐ AUDIT PERIOD    d. ☐ FEDERAL LAW    e. ☒ ADMINISTRATIVE DECISION    f. ☐ HISTORICAL VALUE

(Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - ☒ CALENDAR YEAR - ☐ FISCAL YEAR - ☐ OTHER \_\_\_\_\_, then:

1-Chief Examiner's Copy: Cut off files each CY; hold in CFA 1 year; then destroy.

2-Post Copy: Cut off files each CY; hold in CFA 1 year; then destroy.

( ☒ ) Concur ( ☐ ) Nonconcur

*Capo D. Danner*  
Supervisor Driver Services

(Indicate briefly rationale for recommendations above/or write additional remarks):

cord Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
<i>Dana L. Wilson</i>	12-5-73		
Recommendations in paragraph 25 are:	Agency Head/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>[Signature]</i>	12-5-73
	State Auditor/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Wyllie M. Dyer</i>	12-18-73
STATE RECORDS COMMITTEE	Secretary of State/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Carroll Hart</i>	12-18-73
	Attorney General/Designee <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>B. R. KAT. 000</i>	12-19-73